

DEBTOR: \_\_\_\_\_

CASE NUMBER: \_\_\_\_\_

## OFFICE OF THE UNITED STATES TRUSTEE - DISTRICT OF MARYLAND

## MONTHLY OPERATING REPORT

## CHAPTER 11 - BUSINESS DEBTORS

Form 2-A

## COVER SHEET AND QUESTIONNAIRE

For Period Ended \_\_\_\_\_

Accounting Method: ☐ Accrual Basis ☐ Cash Basis**THIS REPORT IS DUE 20 DAYS AFTER THE END OF THE MONTH**

Mark One Box for Each

Required Document:

Debtor must attach each of the following reports/documents unless the U. S. Trustee has waived the requirement in writing. File the original with the Clerk of Court.

Report/Document Attached	Previously Waived	REQUIRED REPORTS/DOCUMENTS
<input type="checkbox"/>	<input type="checkbox"/>	1. Cash Receipts and Disbursements Statement (Form 2-B)
<input type="checkbox"/>	<input type="checkbox"/>	2. Post-petition Taxes and Aging Schedules (Form 2-C)
<input type="checkbox"/>	<input type="checkbox"/>	3. Disbursements Summary for the Month (Form 2-D)
<input type="checkbox"/>	<input type="checkbox"/>	4. Income and Disbursement Recap - Case to Date (Form 2-E)
<i>Submit the form or attach one generated by company's accounting system</i>		
<input type="checkbox"/>	<input type="checkbox"/>	5. Balance Sheet (Form 2-F)
<input type="checkbox"/>	<input type="checkbox"/>	6. Profit and Loss Statement (Form 2-G)
<input type="checkbox"/>	<input type="checkbox"/>	7. Cash Receipts and Cash Disbursements Detail (Form 2-H1 and 2-H2)
<input type="checkbox"/>	<input type="checkbox"/>	8. Bank Statements for All Bank Accounts
<input type="checkbox"/>	<input type="checkbox"/>	9. Bank Statement Reconciliations for all Bank Accounts

**QUESTIONNAIRE****Yes****No**

Please answer the questions below:

- |   |       |       |
|---|-------|-------|
| 1. Is the business still operating?   | _____ | _____ |
| 2. Were all employees timely paid this month?                               | _____ | _____ |
| 3. Are all insurance policies and operating licenses current and in effect? | _____ | _____ |
| 4. Did you deposit all receipts into your DIP account this month?           | _____ | _____ |
| 5. Have all taxes been timely paid (payroll, sales, etc.)?                  | _____ | _____ |
| 6. Are you current on U.S. Trustee quarterly fees payments?                 | _____ | _____ |
| 7. Were any assets (other than inventory) sold this month?                  | _____ | _____ |
| 8. Did you open any new bank accounts this month?                           | _____ | _____ |

***I declare under penalty of perjury that the following Monthly Operating Report, and any statements and attachments are true, accurate and correct to the best of my belief.***

Executed on: \_\_\_\_\_ Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

DEBTOR: \_\_\_\_\_

CASE NO: \_\_\_\_\_

**Form 2-B****CASH RECEIPTS AND DISBURSEMENTS STATEMENT (See Note A)**

For Period: \_\_\_\_\_ to \_\_\_\_\_

**CASH FLOW SUMMARY**Current Month

<b>1. Beginning Cash Balance</b>		\$ _____ (1)
<b>2. Cash Receipts</b>		
Operations	_____	
Sale of Assets	_____	
Loans/advances	_____	
Other	_____	
<b>Total Cash Receipts</b>	\$ _____	
<b>3. Cash Disbursements</b>		
Operations	_____	
Owner / Officer disbursements	_____	
Debt Service/Secured loan payment	_____	
Professional fees/U.S. Trustee fees	_____	
Other	_____	
<b>Total Cash Disbursements</b>	\$ _____	
<b>4. Net Cash Flow (Total Cash Receipts less     Total Cash Disbursements)</b>		_____
<b>5. Ending Cash Balance (to Form 2-F)</b>		\$ _____ (2)

**CASH BALANCE SUMMARY**Financial InstitutionBook Balance  
At End of the Month

Petty Cash		\$ _____
DIP Operating Account	_____	_____
DIP Payroll Account	_____	_____
Other Account	_____	_____
<b>TOTAL (must agree with Ending Cash Balance above)</b>		\$ _____ 0 (2)

(A) The term "cash" includes all forms of currency i.e., checks, cash, money orders, etc.

(1) Accumulated beginning cash balance is the cash available at the commencement of the case.

Current month beginning cash balance should equal the previous month's ending balance.

(2) All cash balances should be the same.

**NARRATIVE**

Please provide a brief description of any significant business and legal actions taken by the debtor, its creditors, or the court during the reporting period, any unusual or non-recurring accounting transactions that are reported in the financial statements, and any significant changes in the financial condition of the debtor which have occurred subsequent to the report date.

DEBTOR: \_\_\_\_\_

CASE: \_\_\_\_\_

## Form 2-C


For Period: \_\_\_\_\_ to \_\_\_\_\_

**POST PETITION TAXES PAYABLE SCHEDULE**

	<b><u>Beginning Balance (1)</u></b>	<b><u>Accrued / Withheld</u></b>	<b><u>Payments / Deposits</u></b>	<b><u>Ending Balance</u></b>
Income Tax Withheld:				
Federal	\$ _____	\$ _____	\$ _____	\$ _____
State	_____	_____	_____	_____
Local	_____	_____	_____	_____
FICA Tax Withheld	_____	_____	_____	_____
Employer's FICA Tax	_____	_____	_____	_____
Unemployment Tax				
Federal	_____	_____	_____	_____
State	_____	_____	_____	_____
Sales, Use & Excise Taxes	_____	_____	_____	_____
Property Taxes	_____	_____	_____	_____
Other:				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<b>TOTALS</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>

(1) For first report, Beginning Balance will be \$0; thereafter, Beginning Balance will be Ending Balance from prior report.

**ACCOUNTS RECEIVABLE AND POST PETITION PAYABLE AGING\***

<b><u>Due</u></b>	<b><u>Accounts Receivable</u></b>	<b><u>Post Petition Accounts Payables</u></b>
Under 30 days	\$ _____	\$ _____
30 to 60 days	_____	_____
61 to 90 days	_____	_____
91 to 120 days	_____	_____
Over 120 days	_____	_____
<b>Total Post Petition</b>	_____	
<b>Pre Petition Amounts in Accounts Receivable</b>	_____	
<b>Total Accounts Receivable</b>	<b>\$ _____</b>	
<b>Total Post Petition Accounts Payable</b>		<b>\$ _____</b>

\* Attach the Total Page of the aging reports for accounts receivable and post-petition accounts payable.

DEBTOR: \_\_\_\_\_

CASE NO: \_\_\_\_\_

**Form 2-D**  
**DISBURSEMENT SUMMARY**  
**For the Month Ended: \_\_\_\_\_**

Total Disbursements from Operating Account (Note 1)	\$ _____
Total Disbursements from Payroll Account (Note 2)	\$ _____
Total Disbursements from any other Account (Note 3)	\$ _____
Grand Total	\$ _____

NOTE 1 - Include in this amount all checks written, wire transfers made from, or any other withdrawal from the general operating account. Exclude only transfers to the debtor in possession payroll account or other debtor in possession account where the disbursements will be listed on this report.

NOTE 2 - Include in this amount all checks written, wire transfers made from, or any other withdrawal from the payroll account. Exclude only transfers to the debtor in possession operating account or other debtor in possession account where the disbursements will be listed on this report.

NOTE 3 - Include in this amount any other disbursements made by the debtor including (but not limited to) cash paid from a petty cash fund or cash register, amounts paid from any other debtor in possession account, **and amounts paid from the accounts of others on the debtor's behalf (for example, disbursements made from a law firm's escrow account as a result of a sale of property.)**

**FEE SCHEDULE**

<u>Quarterly Disbursements</u>	<u>Fee</u>	<u>Quarterly Disbursements</u>	<u>Fee</u>
\$0 to \$14,999.....	\$325	\$1,000,000 to \$1,999,999.....	\$6,500
\$15,000 to \$74,999.....	\$650	\$2,000,000 to \$2,999,999.....	\$9,750
\$75,000 to \$149,999.....	\$975	\$3,000,000 to \$4,999,999.....	\$10,400
\$150,000 to \$224,999.....	\$1,625	\$5,000,000 to \$14,999,999.....	\$13,000
\$225,000 to \$299,999.....	\$1,950	\$15,000,000 to \$29,999,999.....	\$20,000
\$300,000 to \$999,999.....	\$4,875	\$30,000,000 or more.....	\$30,000

***Interest will be assessed on Chapter 11 quarterly fees not paid by the end of the month following the end of the calendar quarter pursuant to 31 U.S.C. Sec. 3717. The interest rate assessed is the rate in effect as determined by the Treasury Department at the time the account becomes past due.***

***Failure to pay the quarterly fee is cause for conversion or dismissal of the chapter 11 case. [11 U.S.C. Sec. 1112(b)(10)]***

DEBTOR: \_\_\_\_\_

CASE NO: \_\_\_\_\_

**Form 2-E**  
**INCOME AND DISBURSEMENTS RECAP**

Date Case was filed: \_\_\_\_\_

This form is to be used to record Monthly Operating Reports' Income and Disbursements filed to date. It serves as a running total of overall income, expenses and net income (or loss) for the case on a cash basis.

	Year:		
	Income	Expenses	Net Inc/ (Loss)
Jan			-
Feb			-
Mar			-
Apr			-
May			-
Jun			-
Jul			-
Aug			-
Sep			-
Oct			-
Nov			-
Dec			-

TOTAL	-	-	-
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	Year:		
	Income	Expenses	Net Inc/ (Loss)
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-

	-	-	-
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DEBTOR: \_\_\_\_\_

CASE NO: \_\_\_\_\_

**Form 2-F**  
**BALANCE SHEET**  
For Period Ended: \_\_\_\_\_

**ASSETS**

## Current Assets:

Cash and Cash Equivalents (from Form 2-B, line 5)	\$	
Accounts Receivable (from Form 2-C)		
Less: Bad Debt		
Net Accounts Receivable		
Receivable from Officers, Employees, Affiliates		
Inventory		
Other Current Assets :(List)		
<b>Total Current Assets</b>	<b>\$</b>	

## Fixed Assets:

Land	\$	
Building		
Equipment, Furniture and Fixtures		
<b>Total Fixed Assets</b>		
Less: Accumulated Depreciation	(	
<b>Net Fixed Assets</b>	<b>\$</b>	

Other Assets (List):		
<b>TOTAL ASSETS</b>	<b>\$</b>	

**LIABILITIES**

Post-petition Accounts Payable (from Form 2-C)	\$	
Post-petition Accrued Professional Fees		
Post-petition Taxes Payable (from Form 2-C)		
Post-petition Notes Payable		
Other Post-petition Payable(List):		
<b>Total Post Petition Liabilities</b>	<b>\$</b>	

## Pre-petition Liabilities:

Secured Debt		
Priority Debt		
Unsecured Debt		
<b>Total Pre-petition Liabilities</b>	<b>\$</b>	
<b>TOTAL LIABILITIES</b>	<b>\$</b>	

**OWNERS' EQUITY**

Owner's/Stockholder's Equity	\$	
Retained Earnings - Pre-petition		
Retained Earnings - Post-petition		
<b>TOTAL OWNERS' EQUITY</b>	<b>\$</b>	
<b>TOTAL LIABILITIES AND OWNERS' EQUITY</b>	<b>\$</b>	

(1) *Petition date values are taken from the Debtor's balance sheet as of the petition date or are the values listed on the Debtor's schedules.*

DEBTOR: \_\_\_\_\_

CASE NO: \_\_\_\_\_

**Form 2-G**  
**PROFIT AND LOSS STATEMENT**  
For Period \_\_\_\_\_ to \_\_\_\_\_

	Current Month <u>Month</u>	Year-to-Date Total (1) <u>Total (1)</u>
Gross Operating Revenue	\$ _____	\$ _____
Less: Discounts, Returns and Allowances	( _____ )	( _____ )
<b>Net Operating Revenue</b>	<b>\$ _____</b>	<b>\$ _____</b>
Cost of Goods Sold	_____	_____
<b>Gross Profit</b>	<b>\$ _____</b>	<b>\$ _____</b>
Operating Expenses		
Officer Compensation	\$ _____	\$ _____
Selling, General and Administrative	_____	_____
Rents and Leases	_____	_____
Depreciation, Depletion and Amortization	_____	_____
Other (list): _____	_____	_____
_____	_____	_____
Total Operating Expenses	\$ _____	\$ _____
<b>Operating Income (Loss)</b>	<b>\$ _____</b>	<b>\$ _____</b>
Non-Operating Income and Expenses		
Other Non-Operating Expenses	\$ _____	\$ _____
Gains (Losses) on Sale of Assets	_____	_____
Interest Income	_____	_____
Interest Expense	_____	_____
Other Non-Operating Income	_____	_____
Net Non-Operating Income or (Expenses)	\$ _____	\$ _____
Reorganization Expenses		
Legal and Professional Fees	\$ _____	\$ _____
Other Reorganization Expense	_____	_____
Total Reorganization Expenses	\$ _____	\$ _____
<b>Net Income (Loss) Before Income Taxes</b>	<b>\$ _____</b>	<b>\$ _____</b>
Federal and State Income Tax Expense (Benefit)	_____	_____
<b>NET INCOME (LOSS)</b>	<b>\$ _____</b>	<b>\$ _____</b>

(1) Accumulated Totals include all revenue and expenses since the petition date.

DEBTOR: \_\_\_\_\_

CASE NO: \_\_\_\_\_

**Form 2-H**  
**CASH RECEIPTS AND DISBURSEMENTS STATEMENT (See Note A)**

For Period: \_\_\_\_\_ to \_\_\_\_\_

**CASH RECEIPTS DETAIL**  
*(attach additional sheets as necessary)*

**Account No:**

Date	Payer	Description	Amount
------	-------	-------------	--------

\$

**Total Cash Receipts**

\$ 0 (1)

*(A) The term "cash" includes all forms of currency i.e., checks, cash, money orders, etc.*

*(1) Total for all accounts should agree with total cash receipts listed on Form 2-B, page 1*



DEBTOR: \_\_\_\_\_

CASE NO: \_\_\_\_\_

**Form 2-H2**  
**CASH RECEIPTS AND DISBURSEMENTS STATEMENT (See Note A)**  
For Period: \_\_\_\_\_ to \_\_\_\_\_

**CASH DISBURSEMENTS DETAIL**  
*(attach additional sheets as necessary)*

Account No:

Date	Check No.	Payee	Description (Purpose)	Amount
------	-----------	-------	-----------------------	--------

\$

Total Cash Disbursements      \$ 0 (1)

*(A) The term "cash" includes all forms of currency i.e., checks, cash, money orders, etc.*

*(1) Total for all accounts should agree with total cash disbursements listed on Form 2-B, page 1*